

CONFIDENTIAL

Approved For Release 2006/11/13 : CIA-RDP75-00399R000100130002-1

DDS/OL/BFB-1

REPORTS INVENTORY						CONTROL NO.	
PREPARE IN DUPLICATE						See Above	
1. TITLE OF REPORT (if a fill-in report include Form No.)						2. TYPE OF REPORT	
Program Submission						<input checked="" type="checkbox"/> STATISTICAL <input checked="" type="checkbox"/> NARRATIVE <input type="checkbox"/> MACHINE-NAME LISTING	
3. FUNCTIONAL AREA		PERSONNEL		TRAINING		ADMIN. GENERAL	
<input checked="" type="checkbox"/>		LOGISTICS		SECURITY		OTHER (specify)	
		MEDICAL		FINANCE			
4. NO. OF COPIES PREPARED		5. FREQUENCY (weekly, monthly, quarterly, etc.)			6. DISTRIBUTION (No. of components not number of copies)		
10		Annually			3		
7. FORMAT (memorandum, form computer print-out, etc.)		8. ADP PROCESSING			9. DIRECTIVE AUTHORITY REQUIRING REPORT		
Memorandum		<input type="checkbox"/> YES IF YES GIVE ADP PROCESSING NO. <input checked="" type="checkbox"/> NO			Annual Program Call published by O/PPB		
10. PREPARING COMPONENT (include lowest level contributing information to report)				11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.)			
Branches/Staffs/Divisions, as applicable, within OL				No formal reports involved other than responses from all OL Divisions/Staffs to the annual OL Notice re Program Call Submissions			
12. COST FACTORS							
A. MANUAL PREPARATION AND REVIEW COSTS							
GRADE	HOURLY RATE	<input checked="" type="checkbox"/> HOURS PER REPORT	=	COST PER REPORT	<input checked="" type="checkbox"/> TIMES PREPARED	=	COST PER YEAR
Considerable time and effort is expended in the preparation of data, review, analysis, etc. by all management levels within the Office of Logistics. Based on established criteria for a report of this nature it is estimated that the cost of preparation is \$100 per page.							\$4,300.00
(430) B&FB							7,326.29
855 Feeder							\$11,526.29
1,295 Total							
B. COSTS OF COMPUTER PRODUCED REPORTS							
TOTAL COSTS PER YEAR							\$11,526.29 25X1
13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.							
This report is required as a matter of Agency policy and responds to the Annual Program Call published by O/PPB. The content of this report reflects the Office's objectives and presents the programs and resource requirements for obtaining same. The Program Submission is integrated with plans of other DDS offices and the plans of other Directorates. Report was initiated in 1966.							
14. FUTURE GOALS							
GOAL PROPOSED BY COMPONENT FOR THIS REPORT						ESTIMATED SAVINGS	
<input type="checkbox"/> RETAIN AS IS <input checked="" type="checkbox"/> OTHER (explain) <input type="checkbox"/> CHANGE Any change in requirements for this report would <input type="checkbox"/> DISCONTINUE be determined by the EX/DIR/COMPT						MAN-HOURS --- DOLLARS --- 25X1	
16. DATE OF INVENTORY		17. APPROVED FOR RELEASE				18. EXTENSION	
17 Sept. 1970		Approved For Release 2006/11/13 : CIA-RDP75-00399R000100130002-1					